TRS Reporting Entity (RE) Certification Report Instructions

The following instructions will help guide you through certification to ensure that your software is creating reports that conform to the new file format.

Please note that the certification process cannot be completed in one day. Regular Payroll (RP) and Employment after Retirement (ER) records will be posted each night so you need to wait one business day before continuing with steps 4, 5, and 6.

The Certification database is a copy of what was in TRAQS as of August 31, 2015. Because of that:

- The first reporting period for certification is 092015
- Employees who retired after July 31, 2015 should not be included on the ER report
- Reporting Entity contact information may be different

If an employee's name changed after August 31, 2015, their name will need to be changed during certification by submitting an ED25 record before submitting an ED40 record for that person Reports mentioned above can be submitted by logging into the Reporting Entity Portal (Certification) and following instructions that were provided in the RE Portal training session.

<u>Day 1</u>

1) Create Employee Data (ED) report
   a) For Reporting Period, use the month and year that appear on the report submission page in the Reporting Entity Portal (this will always be the current report month).
   b) Include all or a representative sample of employees including TRS members and non-members, but do not include working TRS retirees. *For Independent School Districts (ISD) - when reporting members, ONLY use employees who are subject to the statutory minimum for certification*
   c) Include record types ED20 and ED40 **<u>only</u>** (no adjustments or terminations). One or more ED40 records must be submitted for each person reported in an ED20 record
   d) Set Beginning Date of Contract/Work Agreement to 09012015
   e) The system validates reports/records every half-hour. ED records that are at a "Valid" status will post after the half-hour validation run
   f) No signature needed

Wait for ED report to show a Completed status and all ED records are at a Posted status

2) Create Regular Payroll (RP) report
   a) Set Report Period to 092015 (September 2015); if not possible, create report for the current month and change the report period in the header before submitting the report
   b) Only include payroll records for employees whose ED40 was posted
   c) Include record type RP20 **<u>only</u>** (no adjustments)
   d) Send signature when the RP report is at Pending status

3) Create Employment After Retirement (ER) report
   a) Set Report Period to 092015 (September 2015); if not possible, create report for the current month and change the report period in the header before submitting the report

   b) Submit report containing employees who retired on or before 7/31/2015. If you do not have any retirees, please check your files for any TRS 7s sent in for a retiree before 07/31/2015 and use this person as an example even though they may not be working. If you still do not have a retiree, please contact your Coach
   c) Include record type ER20 **<u>only</u>** (no adjustments)
   d) Send signature when the ER report is at a Pending status

Wait for overnight posting

<u>Day 2</u>

4) Create Regular Payroll (RP) Adjustment report
   a) Set Adjusted Report Period to 092015 (September 2015)
   b) Include RP25 adjustments for employees whose RP20 was posted in step 2. Only include RP25 records because RP20 records are not allowed on an RP-Adjustment report
   c) Please remember that adjustments are the net difference between what was previously reported and what should have been reported
   d) Send signature when the RP-Adjustment report is at a Pending status

5) Create Employment After Retirement (ER) Adjustment report
   a) Set the Adjusted Report Period to 092015 (September 2015)
   b) Include a record type ER25 for a new retiree who was not used in step 3
   c) Include a record type ER27 for a retiree used in step 3 to adjust previously reported data.
   d) Only include ER25 and ER27 records because ER20 records are not allowed on an ER-Adjustment report
   e) Please remember that adjustments are the net difference between what was previously reported and what should have been reported
   f) Send signature when the ER-Adjustment report is at a Pending status

Wait for overnight posting

<u>Day 3</u>

6) Create Employee Data (ED) report with adjustment and termination records
   a) For Report Period, use the month and year that appear on the report submission page in the Reporting Entity Portal (this will always be the current report month)
   b) Include record types ED25 and ED45 records for some employees whose ED20 and ED40 were posted in step 1
   c) Include record type ED90 for a few employees whose ED40 were posted in step 1 and who you are not sending an ED25 or ED45 on
   d) The system validates reports/records every half-hour. ED records that are at a "Valid" status will post after the half-hour validation run
   e) No signature needed

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If you have questions, please refer to the RE training videos, the Reporting Entity Portal User Guide, or send questions to REOutreach@trs.texas.gov